



UNITED STATES DEPARTMENT OF THE INTERIOR  
Bureau of Indian Affairs  
Human Resources Office-BIE  
1011 Indian School Road NW, Suite 150  
Albuquerque, NM 87104



**VACANCY ANNOUNCEMENT**  
**Re-Advertisement**

(Applicants who previously applied for this position do not need to re-apply)

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**POSITION TITLE & GRADE:** Head Teacher CY-1710, LEVEL 14 - 17 (1 Position)  
**POSITION INFORMATION:** School Year Contract (Full-Time Seasonal)  
**SALARY RANGE:** \$221.96 - \$448.27 per day  
(BIE Education Pay Schedule: based on education & experience)  
**LOCATION:** Department of Interior, Bureau of Indian Education, New Mexico  
Navajo North, Beclabito Day School, Shiprock, New Mexico

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**ANNOUNCEMENT NUMBER:** D32N04-2018-98      **ISSUING DATE:** 02/05/2019  
**CLOSING DATE:** 02/19/2019  
**CONSIDERATION AREA:** Area Wide

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

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**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference.

**EQUAL OPPORTUNITY EMPLOYER:** Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMMODATION LANGUAGE:** This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

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**STATEMENT OF DUTIES:**

This position has in addition to being a regular classroom teacher and the responsibility for the administration of an education department within a school, or the management of a small school with limited resources. Administrative support services and technical assistance are provided by the Education Line Office. The incumbent will carry out programs that are mainly covered by established guidelines and precedents.

**SUMMARY OF QUALIFICATIONS REQUIRED:** Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

**BASIC EDUCATION AND EXPERIENCE REQUIREMENTS**

Placement in the appropriate pay level is based exclusively on education level as follows:

Pay Level:	14	15	16	17
Education:	Masters	MA+15	MA+30	Earned Doctorate
Experience (years)	2	2	2	2

The minimum requirements are the same as the teacher position for the grade level which the incumbent is to teach or supervise and *must have 12 semester hours of school administration*. State certification as a teacher at the appropriate level and/or speciality area is required.

**BASIS OF RATING:** Once the announcement has closed, all applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on their resume. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough information in a neat and orderly fashion.

**SPECIAL REFERENCE:**

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing IS NOT available.
- Relocation Expenses WILL NOT be paid.

**NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

**Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.**

**HOW TO APPLY:** Applicants must file a resume. The resume must include Vacancy Announcement No., Job Title, Duties and Accomplishments. Employers name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary ensure optimum consideration. The following forms listed with an \* must be submitted in order to be considered for the position.

1. \* The resume **MUST CONTAIN:** Vacancy Announcement No., Job Title, Duties and Accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of Employers references (must be within the past 5 years) and three (3) personal references. List people who are not related to you and who know you on a personal basis and know your qualifications and fitness for the kind of job for which you are applying.
2. \*College Transcript is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, if applicable)
3. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
4. \*Teaching Certificate
5. \*Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa.html>. (USE NONFILLABLE PDF VERSION).
6. \*Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position. This form is attached.
7. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.

**SCHOOL MAILING ADDRESS:**

Bureau of Indian Education  
Attn: Laura Ike  
Human Resources Office  
1011 Indian School Road NW  
Albuquerque, NM 87104

**FAX APPLICATIONS TO:**

**(505) 563-5305**

**FOR ADDITIONAL INFORMATION:**

**CONTACT: Laura Ike**

**TELEPHONE: (505) 563-5314**

**Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement.**

**For VERIFICATION of our receipt of your application-resume, please contact:  
Laura Ike (505) 563-5314**

**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(please print)

Job Title: Head Teacher Announcement No: D32N04-2018-98

**Notification Requirements**

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

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Applicant's Signature

Date